



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARTIST I

Job Number: 20001557

Job Code: 81120V000101

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/01/1997

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs limited skill work in preparing art work for department activities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

EDUCATION & EXPERIENCE: Graduate of a college or university with a bachelor's degree supplemented by one year of experience in commercial art, graphic arts, graphic design, or a related field, OR Graduate of a college or university with a bachelor's or an associate degree in commercial art, graphic arts, graphic design, or a related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

Additional education or vocational school training in commercial art, graphic arts or design, or related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in commercial art, graphic arts or design, or a related field will substitute for the bachelor's degree on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Designs art work and does approved layout for client's art programs and activities, such as brochures, newsletters, mastheads, invitations, charts and displays. Operates various types of equipment used to produce art work, such as reproduction camera, typesetting machine and air brush. Does paste ups and drafting according to specifications. Makes sketches and other illustrations, on a limited basis, for completion of project.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed indoors.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.